

TOP SECRET

OFFICE OF THE DEPUTY DIRECTOR (SUPPORT) AND STAFFS

1. Pursuant to the DCI policy to reduce Agency strength and to improve the overall caliber of Agency employees, a program has been undertaken to ensure a positive annual review of all employees by their supervisors to identify substandard or undesirable employees for separation from Agency employment. The first review is now in process and reports, rendered through concerned Career Boards and Deputy Directors, are due 19 May 1958.

2. The Special Support Assistant has developed and is administering procedures and controls restricting the acquisition of new personnel by DD/P as a part of the program to meet the newly imposed lower personnel ceiling. A comparative analysis of DD/P Division and Staff support elements from a management standpoint was initiated. A complete reorganization of space utilization and location of components was also effected within DD/P. As a result of greater delegation of authorities to DD/P Divisions and Staffs, the SSA Staff has been able to reorganize and reduce its personnel.

3. The Audit Staff has engaged in the following activities:

a. During reporting period, comprehensive site audits were completed at all major stations (Class A) except 3 which are presently in process of audit. While the audit of smaller stations (Class B) is made at Headquarters, a site inspection was made at approximately half of these smaller stations by audit teams. Seven of the larger stations audited employ new financial accounting procedures for supplies, property in stock and in use, and a program for establishing financial accounting procedures for similar property items at all other stations is being developed.

151364

TOP SECRET

b. The Headquarters Audit Staff is abreast in the audit of Proprietary, Subsidy and other Special Projects. A special survey made by the Audit Staff of procurement operations as carried out by the Office of Logistics indicates that procurement policies, procedures and practices are sound. A similar finding resulted from a special survey of the operations in the Finance Division of the Office of the Comptroller. Other audits at Headquarters included accounts of real property, [REDACTED] payrolls, imprest fund advances, and accounts for Class B stations referred to in paragraph a.

25X1A

c. The audits and surveys accomplished during the period give no indication of fraud or serious loss. The principal irregularities noted were procedural differences and minor accounting errors.

4. Major accomplishments of the Commercial Staff are as follows:

25X1C

[REDACTED]

b. Formulated plans which will allow for the gradual liquidation

25X1C

[REDACTED]

25X1C

[REDACTED]

151364

TOP SECRET

~~TOP SECRET~~

c. In coordination with the Office of General Counsel, formulated plans and initiated legal action against a former Agency employee who failed to honor financial obligations to the Agency growing out of a past proprietary liquidation. It is expected that the litigation will be settled out of court to the satisfaction of the Agency.

25X1A

6. Significant Management Staff contributions to Agency operations were as follows:

a. Recommended payment of suggestion awards totaling \$2,675 based upon estimated first year's savings of \$25,594, with emphasis upon suggestions for improved field - headquarters communications.

b. Conducted O&M studies recommending actions which resulted in the following improvements: increased control over operations through work measurement and reduction of backlogs in Records Integration Division; extended mechanization in accounting for the \$500,000 publications procurement budget, making easier access to records and reports as well as some saving in man hours; speed up in despatch handling; better utilization of Cable Secretariat personnel; more efficient library systems and procedures; more economical and efficient printing of current intelligence and National Intelligence Surveys; consolidation of medical support for covert activities; and clarification of field security functions.

-3-

~~TOP SECRET~~

151364

COPY 3 of 4 COPIES

TOP SECRET

Approved For Release 2002/07/24 : CIA-RDP86B01053R000100090001-5

c. Conversion of safe-type filing equipment to non-safe equipment and retirement of approximately 5,000 cubic feet of records made available the equivalent to \$12,500 worth of safes and precluded the necessity to purchase \$205,000 worth of additional safes. Enabled further record-keeping savings by: audit of four records control schedules; conversion of 45 files to the subject-numeric system; development of seven shelf filing installations; improvement of 246 forms and vital materials operations.

25X9 d. Recommended conversion of certain office procedures from manual to machine operations. This work was performed in connection with the preparation of Records Integration Division, DD/P index cards at [redacted] field stations. A separate machine utilization project relating to preparation of personnel documents at headquarters resulted in additional saving. Conducted studies and tests of machine applications which will create improvements in communications computations, supply operations, document locator system, personnel and financial accounting, storage of documents and statistical reporting. Coordinated with the 25X1A [redacted] in developing a microfilm reader-printer which produces a hard copy of selected microfilm in five seconds. Because of our assistance the purchase price of our 20 machine was reduced.

e. The Regulations Control Staff was transferred to the Office of the Deputy Director (Support), saving three positions and improving coordination of Agency regulations.

-4-

151664

TOP SECRET

Approved For Release 2002/07/24 : CIA-RDP86B01053R000100090001-5

COPY 3 of 4 COPIES

~~TOP SECRET~~

7. Significant Medical Staff activities during the reporting period are as follows:

- a. Medical surveys were conducted in Europe and in South and Central America.
- b. The program of examination of dependents prior to overseas travel was implemented.
- c. Costs and space were conserved through the consolidation and open shelf filing of medical records.

25X1C

e. Senior lay personnel were indoctrinated in the medical implications of nuclear explosions and radioactive fallout.

f. The continuity of experienced medical services to the intelligence community was strengthened through the integration of long-range physician careerists.

COMMUNICATIONS

1. Staff Communications

Average monthly cryptographic volumes in terms of five letter groups were:

a. Headquarters Signal Center	7,650,000
b. Washington Area Signal Center	2,120,000
c. Overseas Signal Centers	6,260,000

-5-

~~TOP SECRET~~

25X1A

Next 3 Page(s) In Document Exempt

TOP SECRET

b. During the current year eleven individual requests have been submitted to the Bureau of the Budget for releases from the Reserve for Contingencies to meet specific and unprogrammed requirements. The total amount of the releases approved is [REDACTED] and involves a wide variety

25X1A

25X1C

2. Financial Management Systems Improvement

The financial management programs which received attention during this period included:

a. The method of allotting funds to one of the overseas areas was changed to provide better management control to operating officials.

b. A cost accounting system for printing services has been developed for installation beginning 1 April 1958.

c. The Agency financial property accounting system is in the process of being further extended, improved, and simplified.

d. On-the-job training and rotation of Finance Officers, and classes of instruction in budget and accounting techniques are being continued.

e. A study is being made to ascertain the feasibility of establishing revolving funds or some other costing mechanism for Agency service and supply functions.

f. An accounting principles and policy statement is in process ^{OF PREPARATION} as an aid to financial management.

g. A cost consciousness program is being instituted to assist operating officials in the cost evaluation of program results.

151304

TOP SECRET

COPIES 2 of 4

Approved For Release 2002/01/24 : CIA-RDP86B01053R000100090001-5

25X1C

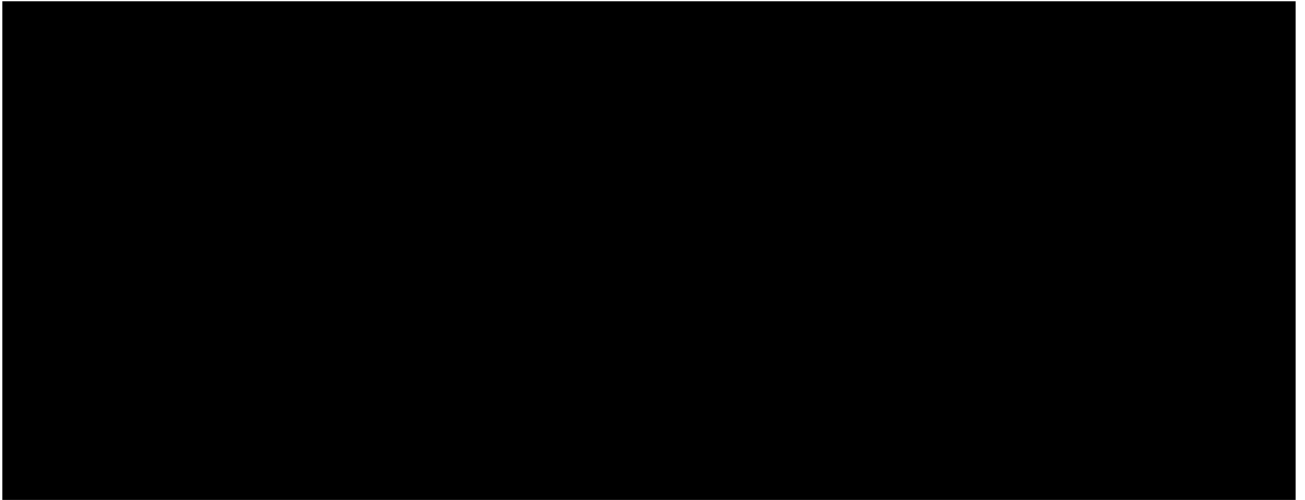
Approved For Release 2002/01/24 : CIA-RDP86B01053R000100090001-5

TOP SECRET

financial review, analysis, and reporting procedures. Recurring reports, i.e. the quarterly Agency Financial Statement and a monthly report to management officials, have been reviewed and revised. The revised reports provide added information on fewer pages with a resulting saving in time.

LOGISTICS

1. Supply



b. Agency materiel and other assets (exclusive of Real Property) were costed at approximately [REDACTED] as of 31 December 1957.

2. Real Estate and Construction

a. New Agency Headquarters Building: The fourth phase of the architectural plans, Intermediate or 50 per cent complete Working Drawings, have been received from the Architect-Engineer and have been reviewed by Public Buildings Service. Comments and changes have been forwarded to the Architect-Engineer and work on the final Working Drawings continues.

b. Actual operations on the site at Langley, Virginia, have commenced. Clearing and Grubbing have been completed. A contract for grading and

TOP SECRET

COPY 1-1-61 4 COPIES

~~TOP SECRET~~

drainage for roadways, walks, and parking areas was executed on 17 January 1958. This work is scheduled for completion 29 September 1958.

25X1A

[REDACTED]
in February 1958.

25X1A

d. The addition to the Record Storage Building at [REDACTED]

25X1A

[REDACTED] is now 75% complete. The construction of the 20 houses and training building [REDACTED] is 87% complete.

25X1A

e. The following projects were completed:

25X1A

[REDACTED]

25X1A

f. Staff studies have been completed for 44 projects which involve an estimated [REDACTED]. Thirteen of these projects are now under construction.

3. Transportation

Surface and air transportation was arranged for 6,850 shipments of material in support of world-wide operations and for 1,147 shipments of personal effects for employees on permanent change of station to or from overseas.

4. Procurement

a. Continued progress has been made in our methods of covert procurement.

25X1A

b. The dollar value of procurement during this period was [REDACTED] million, representing 7,575 transactions.

151384

~~TOP SECRET~~

COPIES 3 of 4

5. Printing Services

a. To increase our capability in printing foreign languages, steps are being taken to have commercial type setters security cleared.

b. Research and development contracts in regard to continuous tone printing and the development of dimensionally stable map paper have been made. Results from these contracts will solve many problems now encountered in the NIS printing program.

en
nd
s.

7. Logistics Planning

a. The Logistics Appendix to the Global War Plan has been finalized and promulgated to Headquarters and field elements.

25X1A

25X1C

material that will permit storage and operational delivery of materiel without repackaging.

TOP SECRET

151364

25X9

Approved For Release 2002/01/24 : CIA-RDP86B01053R000100090001-5

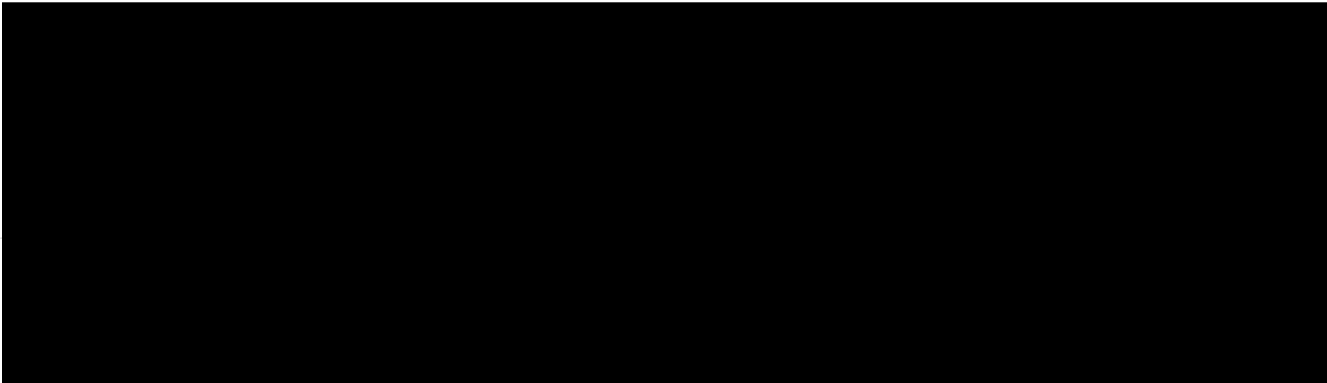
Next 3 Page(s) In Document Exempt

Approved For Release 2002/01/24 : CIA-RDP86B01053R000100090001-5

TOP SECRET

Approved For Release 2002/01/24 : CIA-RDP86B01053R000100090001-5

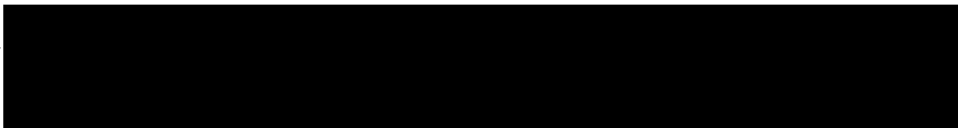
25X1C



5. Security Support of Foreign Stations

25X1A

The Office of Security is presently giving technical security supervision



tioned overseas.

They are responsible

for security support at their respective stations.

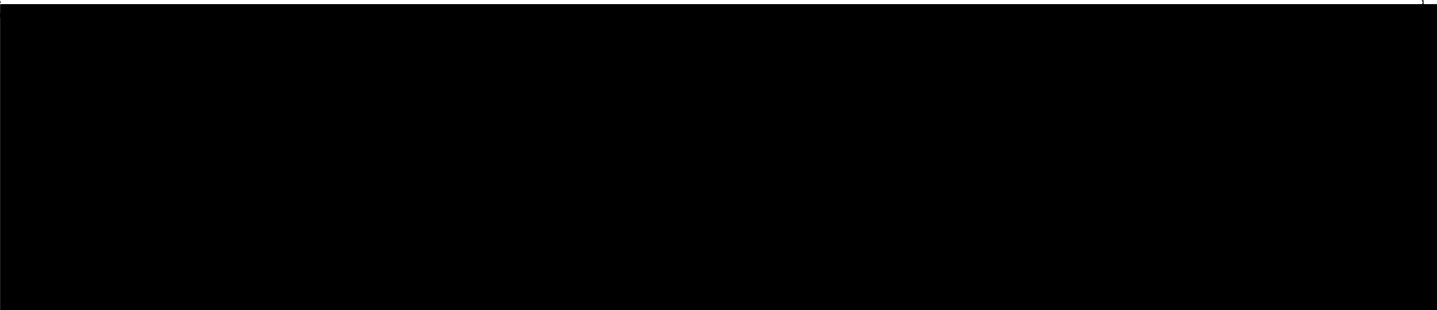
6. Centralized Records Operations

The Office of Security completed a comprehensive survey of its records operations and is consolidating all records operations of the Office, including overt and covert file rooms into one component. It is planned to use the latest equipment and techniques and it is anticipated that greater efficiency and saving of space will result.

7. Investigative Activity

During the period under consideration investigative requests concerned with covert and staff clearance actions were approximately eighteen hundred less than those handled during the prior reporting period. However, other areas of field support of clandestine operations remain substantially constant.

25X1C



Approved For Release 2002/01/24 : CIA-RDP86B01053R000100090001-5

TOP SECRET

COPIES

~~TOP SECRET~~

25X1C

10. Support to the White House

A representative of the Office of Security was assigned to the White House Staff to render support and assistance in connection with the attendance of President Eisenhower at the NATO Summit Conference held in Paris during December

25X1C

TRAINING

1. The Office of Training has materially increased its activity since the last report. During the past six months 219 classes in 85 different courses were conducted during regular duty hours. The average weekly enrollment was 739. There were 88 classes in 14 different languages conducted under the provisions of the Agency Language Development Program. The average weekly enrollment of these classes, which were conducted on off-duty hours, was 275. Instruction was provided in Arabic, Chinese, Finnish, Greek, Japanese, Persian, Polish, Russian and other languages. Under the provisions of Public Law 110, training was approved for 564 employees for various programs at external facilities.

2. The Language and Area School has continued to broaden its scope by offering instruction in Swahili and Uzbek. Courses in these unusual languages are not taught in any other government school. The School's first-time course in Czech will be presented in April of this year and the development of a substantial

151664

~~TOP SECRET~~

COPY 3 of 4 COPIES

program in Scientific Russian is contemplated. It is intended that the Scientific Russian course will meet a definite Agency requirement and also serve the interests of other scientific personnel in Government.

3. Savings have been effected by the creation of an inter-Agency Roundtable of language training directors from State, National Security Agency, USIA, Navy, Air Force and CIA in order to increase cooperation, coordination and informal exchange of information. By stimulating the formation of this group, the Agency has saved thousands of dollars in reducing duplication of effort.

4. New courses have been presented and others are being prepared to meet the requirements of the various Agency components. The Operations School now has three new courses, Counter-Intelligence Familiarization, Clandestine Liaison Operations and Audio Countermeasures. The first two named courses are given at headquarters and the latter, designed to provide instruction in the detection of hostile audio surveillance, is presented in the field. This course resulted from a requirement of the National Security Council for activity in audio surveillance. Present collaboration with DDP/PI and DDI/OEI is expected to result in a scientific and technical instructional training course designed to increase the capabilities of the Clandestine Services in the covert collection of scientific intelligence. The Intelligence School has recently presented new courses in Intelligence Research (Techniques), Pre-Supervision and Supervision Special. Selected material is being assembled by the School of International Communism for a Communism Exhibit. Many items of interest have been collected and others, such as weapons locally manufactured by Communist Party technicians in Southeast Asia, are scheduled for early delivery. The initial exhibit is scheduled in the near future.

~~TOP SECRET~~

Approved For Release 2002/01/24 : CIA-RDP86B01053R000100090001-5

The staff of the School of International Communism in keeping with its basic mission, has presented Communism courses to 510 Agency students. In addition to this, the staff has participated in 476 hours of tutorial training for foreign nationals and 125 hours in inter-Agency program presentations at FSI, Strategic Intelligence School, Armed Forces Staff College, Air Command and Staff College, Army War College, Naval Reserve Officers School, Ft. Belvoir and USIA.

6. The Overseas Staff, charged with the responsibility of providing support to overseas training activities, has completed six studies designed as guides for the use of instructional personnel abroad. The staff has also provided the Clandestine Services with over 1,000 items applicable to specific training objectives.

7. The production of training films has continued during the past six months. The Caching and Secret Writing films, referred to in the last report, have been completed and are now being used in regular instruction programs. A Logistics film, illustrating the problems of support of operational activities at small field stations, has been recently completed and is now being edited for minor changes prior to release. The script for Dead Drops, the fifth film in the Clandestine Communications Series, has been completed and production is expected to start in late April or early May. A script on security and a script for a matrix film, covering the activities of the DD/I in the gathering of information and the utilization of finished intelligence, are now being prepared.

8. Although JOT's have been outstanding in accomplishment, lengthening the program by six to eight months is being considered to assure complete training. Continued emphasis is being placed on competence in foreign languages, but the time needed for extensive language study restricts instruction in other desired subjects. The study on the JOT curriculum now being undertaken should resolve the instructional problems in this field.

~~TOP SECRET~~

COPIES

25X1A

Approved For Release 2002/01/24 : CIA-RDP86B01053R000100090001-5

Approved For Release 2002/01/24 : CIA-RDP86B01053R000100090001-5